



PROJECT MANAGER – ROLES AND RESPONSIBILITIES

PM Management

1. Overall project planning, scheduling, budget, billing, organizing, & controlling
2. Reviews Contract
3. Reviews and Prepare Subcontracts
4. Negotiates with vendors & subs
 - a. Vendor Set up
 - b. Materials onsite schedules – Material Ordering
 - i. Identify and prioritize long lead-time scope items
 - c. Sub-Contractor Set up
5. Notify Vendor and Sub-Contractors on work awarded - *Share Schedule
6. Monthly Projections, Targets and Progress Tracking
7. Monthly CPM schedule – Overall Project Time Targets
8. Conducts Bi-weekly Onsite team meetings (PM, Superintendent, Foreman(s))
 - a. Minimum of Two-Week Forecast Expectations
 - b. Planning and Deliverables
9. Approved Updated Plans / Plan Revisions:
 - a. Communicate to Field
 - b. Communicate to Surveyor, Sub-Contractors and Key Stakeholders
 - c. Maintain Server and Construction Folders & Share File in a Timely Fashion - *Mandatory*
10. Cost report update
11. Keep good relationships with clients
12. Invoicing - Submitted on time as identified with the Contractual Dates
13. Field Log Review
14. Utilizes Daily Production Reports
 - a. Prep for Monthly Production Reviews
15. Change Order Management
16. Kick-off Internal and External Pre-Con Meetings:
 - a. Internal - PM, Superintendents (Grading & Utility), GMs, Foreman ***Estimator Drives this meeting*
 - b. Internal Go-Live – Once Superintendent and Foreman are identified ***PM Owns this meeting*
 - c. External - Customer, Municipalities (Local / County), PM, Superintendent, GMs ***PM Owns this meeting*
17. Foundation Set up:
 - a. Upload Budget from B2W Estimate
 - b. Create AIA and Remove Zero Cost Items
 - c. Ensure Approved POs are Pre-entered by Accounts Payable